

~~ADMINISTRATIVE
INTERNAL SECURITY~~

10 October 1966

MEMORANDUM FOR THE RECORD

SUBJECT: Correspondence Handbook

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October 4, [redacted] and I met with [redacted] to discuss the Correspondence Handbook. [redacted] briefly summarized the progress and our position in attempting to revise the Handbook which we began early in 1963.

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Last information we had on the developments of the Handbook was that [redacted] was given a copy of the Handbook to review, while she was awaiting reassignment. Bernice had given the Handbook with her comments to [redacted]. [redacted] attempts to retrieve the Handbook from Bertha were futile.

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[redacted] called Bertha who told him she had forwarded the Handbook and comments to [redacted]. [redacted] called Sally who said she had it and had been trying to rewrite it but couldn't find time to complete it. Sally felt that the Handbook should be done at the top level (O/DCI). She said she would forward her copy and comments to Mr. [redacted] within a few days. [redacted] told us he would like to review the comments and then decide what should be done with the Handbook. He promised to let us know at a later date.

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[redacted]

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12 October

[redacted] dropped by to say that he had received the Correspondence Handbook and file from Sally and would call me when he reviewed the material.

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cc: [redacted]

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1 Nov 1966 Talked with [redacted] today about Corres HB. Asked him to decide whether I should introduce the block style in the manual. He said we should stick to the system which is pretty widely used and accepted in the agency--the indentation of paragraphs. I told him several agencies have adopted the block style and that modern trend is towards the block style; also that some White House memos have been issued in block style. He expressed an interest in reasons and advantages of block style and users of that style, and if advantages were great enough maybe we could make a pitch for block style in the agency. However, he felt there was not a great interest in corres styles, practices and problems in the agency and that his idea was that we should continue to indent paragraphs.